

CONFIDENTIAL

EXHIBIT "C"

Approved For Release 2001/08/09 : CIA-RDP78-04901A000100020166-3

ACCOUNTING BY INDIVIDUAL FOR ADVANCE  
SPECIAL FUNDS

NOTE: SEE INSTRUCTIONS ON REVERSE SIDE.

TO: **Special Services Div., via Employee Investigative Branch,** IAS, Wash., D.C. DATE **1 July 1948**

FROM: **Richard Roe,** [REDACTED]

SUBJECT: Accounting for the period from **1 June 1948** to **30 June 1948** inclusive.

1. CASH ON HAND 31 May 1948 \$ NONE  
 (Date of close of last accounting period)  
 2. RECEIPTS DURING ACCOUNTING PERIOD: Advances outstanding as of 31 May 1948 \$ NONE

DATE	RECEIPT NO.	DESCRIPTION	
<u>5 June</u>	<u>Check No. 800</u>	<u>Advance to R. Roe</u>	\$ <u>1,000.00</u>
TOTAL TO BE ACCOUNTED FOR			\$ <u>1,000.00</u>

3. EXPENDITURES DURING ACCOUNTING PERIOD:

DATE	VOUCHER NO.	DESCRIPTION	
<u>See attached Schedule No. 1 and receipts</u>			\$ <u>9.00</u>
<u>See attached Schedule No. 2 and Forms No. 33-18</u>			\$ <u>500.00</u>

4. RETURNED HEREWITH: \_\_\_\_\_ \$ None  
 (Describe - Cash, Check, Money Order, Etc.)

5. CASH ON HAND \_\_\_\_\_ \$ 691.00  
 (Date of closing of this accounting period)

[ INCLUDES CASH ON HAND OR OTHERWISE IN POSSESSION. ] TOTAL ACCOUNTED FOR \$ 1,000.00  
 IF OTHER THAN ACTUAL CASH ON HAND, DESCRIBE FULLY.

6. I CERTIFY that the expenditures itemized on this accounting and/or attached documents, were necessarily incurred by me in connection with official business of a confidential nature, and that I have not been, nor will I be, reimbursed therefor from any source, Government or private; and that this voucher and attachments, if any, are true and correct in all respects.

/s/ Richard Roe  
SIGNATURE

7. APPROVED:

DATE	TITLE	SIGNATURE

8. I CERTIFY that this accounting has been examined by me; that receipts or other substantiating data have been furnished me, or a satisfactory explanation made for the failure to furnish same; that it appears from such data that the itemized expenditures were for necessary official purposes, reimbursement for which is allowable under existing regulations; and that such expenditures are properly chargeable to the accounts indicated below.

DATE \_\_\_\_\_ APPROPRIATION \_\_\_\_\_ ALLOTMENT \_\_\_\_\_ AUTHORIZED CERTIFYING OFFICER \_\_\_\_\_

CONFIDENTIAL

Approved For Release 2001/08/09 : CIA-RDP78-04901A000100020166-3

Prepare in quadruplicate; orig & 2 to Wash; 1 copy to HIB files

**CONFIDENTIAL**  
INSTRUCTIONS

1. If funds in a form other than U.S. Dollars were on hand, received or disbursed during accounting period, all pertinent data, i. e. rate, method of acquisition, etc. must be shown.
2. If more space is required to explain receipts, prepare receipt form, number and attach hereto. In every case, completely identify the source of receipts.
3. Obtain and number each voucher for expenditures (such voucher can be the receipt obtained from payee). Where no receipt is obtained, prepare certificate in accordance with SF Regulations, number in sequence with vouchers, and attach hereto, along with all other vouchers. If more space is required to list or explain expenditures, enter in total on this form and attach itemized schedule.
4. Final credit will not be given for disbursements which are advances to be accounted for. Such disbursements must however be listed as expenditures in order to balance the Cash Report. In case of such advances, attach a statement or memo to this accounting, listing all advances outstanding for which you are responsible and for which you will obtain an accounting. When such accountings are obtained, attach to your next report and itemize by covering memorandum.